



List all other professional registrations/licenses/certificates (including, but not limited to real estate broker, real estate salesperson, law, insurance, securities) that you presently hold or previously have held in Nebraska or any other jurisdiction. (Use separate sheet to include additional licenses/certificates):

Type: \_\_\_\_\_ State: \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_

Type: \_\_\_\_\_ State: \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_

## DISCIPLINARY QUESTIONS

1. Have you ever been convicted of , including a conviction based upon a plea of guilty or nolo contendere of a felony, or if so convicted, has your civil rights been restored?  
YES ☐ NO ☐
2. Have you been convicted of, including a conviction based upon a plea of guilty or nolo contendere of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation or deceit, involving real estate, financial services, or in the making of an appraisal within the five-year period immediately preceding the date of application?  
YES ☐ NO ☐
3. Have you been convicted of, including a conviction based upon a plea of guilty or nolo contendere of any crime related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application?  
YES ☐ NO ☐
4. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or in the making of an appraisal been brought against you within the five-year period immediately preceding the date of application?  
YES ☐ NO ☐
5. Are there any criminal charges pending against you at this time, or have you been convicted of a criminal offense other than a minor traffic violation during within the five-year period immediately preceding the date of application?  
YES ☐ NO ☐
6. Have you surrendered an appraiser credential, or any other registration, license, or certification, held for any other regulatory agency or in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application?  
YES ☐ NO ☐
7. Has your appraiser credential, or any other registration, license, or certification, held for any other regulatory agency or in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application?  
YES ☐ NO ☐
8. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification held for any other regulatory agency or in any other jurisdiction?  
YES ☐ NO ☐
9. Are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?  
YES ☐ NO ☐
10. If you answered "yes" to any of the questions above, provide a brief statement including all of all significant details, the circumstances surrounding the matter, the names of any persons involved, and resolution or conviction on a separate sheet. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements.

## SECTION 2

### EMPLOYMENT RECORD

List below the positions you have held starting with your present employment. If more than one position or classification has been with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties" describe clearly the tasks you performed and the nature of your responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. If you need more space, attach a separate sheet of paper.

EMPLOYMENT INFORMATION	DESCRIPTION OF DUTIES
Employer/Type of Business	Position Title:
Street Address	Appraisal Experience in this job:
City, State, Zip	
Immediate Supervisor/Title	Phone
Dates of Employment (Month, Year) FROM: TO:	
Total Employed: <input type="checkbox"/> Part-time Hours Worked Years: Months: Per Week: <input type="checkbox"/> Full-Time:	
Employer/Type of Business	Position Title:
Street Address	Appraisal Experience in this job:
City, State, Zip	
Immediate Supervisor/Title	Phone
Dates of Employment (Month, Year) FROM: TO:	
Total Employed: <input type="checkbox"/> Part-time Hours Worked Years: Months: Per Week: <input type="checkbox"/> Full-Time:	
Employer/Type of Business	Position Title:
Street Address	Appraisal Experience in this job:
City, State, Zip	
Immediate Supervisor/Title	Phone
Dates of Employment (Month, Year) FROM: TO:	
Total Employed: <input type="checkbox"/> Part-time Hours Worked Years: Months: Per Week: <input type="checkbox"/> Full-Time:	
Employer/Type of Business	Position Title:
Street Address	Appraisal Experience in this job:
City, State, Zip	
Immediate Supervisor/Title	Phone
Dates of Employment (Month, Year) FROM: TO:	
Total Employed: <input type="checkbox"/> Part-time Hours Worked Years: Months: Per Week: <input type="checkbox"/> Full-Time:	

## SECTION 3

# LICENSED REAL PROPERTY APPRAISER

*Only complete this section if you are applying for credentialing as a Licensed Real Property Appraiser in the State of Nebraska*

Upgrade: Yes ☐ No ☐ If answer is yes, please select your current Nebraska credential classification:  
Trainee ☐

***If not upgrading to a higher classification, proof of successful completion (certificates) is required for all courses shown below.***

- ☐ BASIC APPRAISAL PRINCIPLES (Completed within 5 years of application).....30 HOURS  
DATE COMPLETED (Month, Year): \_\_\_\_\_
- ☐ BASIC APPRAISAL PROCEDURES (Completed within 5 years of application).....30 HOURS  
DATE COMPLETED (Month, Year): \_\_\_\_\_
- ☐ 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT (Completed within 2 years of application).....15 HOURS  
DATE COMPLETED (Month, Year): \_\_\_\_\_

***Proof of successful completion (certificates) is required for only the courses below if upgrading from trainee appraiser credential.***

- ☐ RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE.....15 HOURS
- ☐ RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH.....15 HOURS
- ☐ RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES.....30 HOURS
- ☐ RESIDENTIAL REPORT WRITING AND CASE STUDIES.....15 HOURS

**LICENSED EDUCATION REQUIREMENT TOTAL.....150 HOURS**

**For any courses taken outside of the State of Nebraska, please include documentation for the jurisdiction where the course was completed indicating approval from that state. If this information is not included when applicable, the course(s) submitted may not be accepted by the Board.**

A bachelor's degree or higher in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as required core curriculum may be substituted for the above education. If the degree in real estate as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education for credentialing, the remaining class hours shall be completed in Real Property Appraiser Board-approved qualifying education.

- ☐ Applicant must have completed no fewer than 2,000 hours of experience and the experience shall have occurred during a period of no fewer than 12 months. For more detailed information, please see 298 NAC Chapter 5, section 007 and Board Policies 13-14 and 14-01.

- ☐ Passport type photo (copy of driver's license will meet the requirement)

- ☐ \$150.00 non-refundable application fee and \$38.00 criminal history record check fee.

- ☐ **Official** transcripts from an accredited degree-awarding community college, college, or university evidencing completion of an associate's degree or higher, or successful completion of thirty semester hours of college-level education. Unofficial transcripts may be considered invalid.

- ☐ Two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions.  
Date fingerprints digitally scanned at Nebraska State Patrol Office (If applicable): \_\_\_\_\_

***I hereby attest that I have attached all required materials and completed the submitted application in its entirety. I understand that should my application be found to be incomplete, it may be considered invalid.***

Print Name: \_\_\_\_\_  
Last First Middle Initial Signature of Applicant

## SECTION 3

### CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

*Only complete this section if you are applying for credentialing as a Certified Residential Real Property Appraiser in the State of Nebraska*

Upgrade: Yes ☐ No ☐ If answer is yes, please select your current Nebraska credential classification:  
Trainee ☐ Licensed ☐

*If not upgrading to a higher classification, proof of successful completion (certificates) is required for all courses shown below.*

- ☐ BASIC APPRAISAL PRINCIPLES (Completed within 5 years of application).....30 HOURS  
DATE COMPLETED (Month, Year): \_\_\_\_\_
- ☐ BASIC APPRAISAL PROCEDURES (Completed within 5 years of application).....30 HOURS  
DATE COMPLETED (Month, Year): \_\_\_\_\_
- ☐ 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT (Completed within 2 years of application).....15 HOURS  
DATE COMPLETED (Month, Year): \_\_\_\_\_

*Proof of successful completion (certificates) is required for only the courses below if upgrading from trainee appraiser credential.*

- ☐ RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE.....15 HOURS
- ☐ RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH.....15 HOURS
- ☐ RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES.....30 HOURS
- ☐ RESIDENTIAL REPORT WRITING AND CASE STUDIES.....15 HOURS

*Proof of successful completion (certificates) is required for only the courses below if upgrading from trainee or licensed appraiser credential.*

- ☐ STATISTICS, MODELING AND FINANCE.....15 HOURS
- ☐ ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES.....15 HOURS
- ☐ APPRAISAL SUBJECT MATTER ELECTIVES.....20 HOURS  
(May include hours over minimum shown above in other modules)

**CERTIFIED RESIDENTIAL EDUCATION REQUIREMENT TOTAL.....200 HOURS**

**For any courses taken outside of the State of Nebraska, please include documentation for the jurisdiction where the course was completed indicating approval from that state. If this information is not included when applicable, the course(s) submitted may not be accepted by the Board.**

A bachelor's degree or higher in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as required core curriculum may be substituted for the above education. If the degree in real estate as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education for credentialing, the remaining class hours shall be completed in Real Property Appraiser Board-approved qualifying education.

- ☐ Applicant must have completed no fewer than 2,500 hours of experience and the experience shall have occurred during a period of no fewer than 24 months. For more detailed information, please see 298 NAC Chapter 5, section 007 and Board Policies 13-14 and 14-01.

- ☐ Passport type photo (copy of driver's license will meet the requirement)

- ☐ \$150.00 non-refundable application fee and \$38 criminal history record check fee

- ☐ **Official** transcripts from an accredited degree-awarding college or university evidencing completion of a bachelor's degree or higher. Unofficial transcripts are considered invalid.

- ☐ Two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions.  
Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): \_\_\_\_\_

***I hereby attest that I have attached all required materials and completed the submitted application in its entirety. I understand that should my application be found to be incomplete, it may be considered invalid.***

Print Name: \_\_\_\_\_  
Last First Middle Initial Signature of Applicant

## SECTION 3

# CERTIFIED GENERAL REAL PROPERTY APPRAISER

*Only complete this section if you are applying for credentialing as a Certified Residential Real Property Appraiser in the State of Nebraska*

Upgrade: Yes ☐ No ☐

If answer is yes, please select your current Nebraska credential classification:

Trainee ☐ Licensed ☐ Certified Residential ☐

***If not upgrading to a higher classification, proof of successful completion (certificates) is required for all courses shown below.***

- ☐ BASIC APPRAISAL PRINCIPLES (Completed within 5 years of application).....30 HOURS  
DATE COMPLETED (Month, Year): \_\_\_\_\_
- ☐ BASIC APPRAISAL PROCEDURES (Completed within 5 years of application).....30 HOURS  
DATE COMPLETED (Month, Year): \_\_\_\_\_
- ☐ 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT (Completed within 2 years of application).....15 HOURS  
DATE COMPLETED (Month, Year): \_\_\_\_\_

***Proof of successful completion (certificates) is required for only the courses below if upgrading from trainee or licensed appraiser credential.***

- ☐ STATISTICS, MODELING AND FINANCE.....15 HOURS
- ☐ APPRAISAL SUBJECT MATTER ELECTIVES.....30 HOURS  
(May include hours over minimum shown above in other modules)

***Proof of successful completion (certificates) is required for only the courses below if upgrading from trainee, licensed, or certified residential credential.***

- ☐ GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE.....30 HOURS
- ☐ GENERAL APPRAISER SALES COMPARISON APPROACH.....30 HOURS
- ☐ GENERAL APPRAISER SITE VALUATION AND COST APPROACH.....30 HOURS
- ☐ GENERAL APPRAISER INCOME APPROACH.....60 HOURS
- ☐ GENERAL APPRAISER REPORT WRITING AND CASE STUDIES.....30 HOURS

**CERTIFIED GENERAL EDUCATION REQUIREMENT TOTAL.....300 HOURS**

**For any courses taken outside of the State of Nebraska, please include documentation for the jurisdiction where the course was completed indicating approval from that state. If this information is not included when applicable, the course(s) submitted may not be accepted by the Board.**

A bachelor's degree or higher in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as required core curriculum may be substituted for the above education. If the degree in real estate as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education for credentialing, the remaining class hours shall be completed in Real Property Appraiser Board-approved qualifying education.

- ☐ Applicant must have completed no fewer than 3,000 hours of experience and the experience shall have occurred during a period of no fewer than 30 months, and shall include at least 1,500 hours in non-residential appraisal work. For more detailed information, please see 298 NAC Chapter 5, section 007 and Board Policies 13-14 and 14-01.

- ☐ Passport type photo (copy of driver's license will meet the requirement)

- ☐ \$150.00 non-refundable application fee and \$38.00 criminal history record check fee

- ☐ Official transcripts from an accredited degree-awarding college or university evidencing completion of a bachelor's degree or higher. Unofficial transcripts are considered invalid.

- ☐ Two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions.  
Date fingerprints digitally scanned at Nebraska State Patrol Office (If applicable): \_\_\_\_\_

***I hereby attest that I have attached all required materials and completed the submitted application in its entirety. I understand that should my application be found to be incomplete, it may be considered invalid.***

Print Name: \_\_\_\_\_  
Last First Middle Initial

\_\_\_\_\_  
Signature of Applicant

SECTION 4



## United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States

**OR**

☐ I am a qualified alien under the federal Immigration and Nationality Act.

My immigration status and alien number are \_\_\_\_\_,  
and I have enclosed a copy of my USCIS documentation.

***I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.***

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

## SECTION 5

### LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997 MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Estate Appraiser Act (Neb. Rev. Stat § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat § 43-3301 to 43-3324, the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

My social security number is \_\_\_\_\_

(APPLICANT MUST SIGN AND ACKNOWLEDGE THE FOLLOWING AFFIDAVIT BEFORE AN OFFICER COMPETENT TO ADMINISTER OATH.)

#### Affidavit of Applicant

The foregoing statements are made for the purpose of procuring a Nebraska Real Property Appraiser Licensed Residential credential, Certified Residential credential or Certified General credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations and statements made herein to procure a Real Property Appraiser Licensed Residential credential, Certified Residential credential or Certified General credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

I expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application, and that fingerprint submissions made with this application will be submitted by the Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and all persons for whom such fingerprint submissions have been made have knowingly consented thereto. Procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., § 16.34.

I also hereby authorize any agency of federal, state or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation or rejection.

I attest that I am at least 19 years of age.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.



I \_\_\_\_\_ of \_\_\_\_\_ do hereby submit an  
(Name) (City, State)  
irrevocable consent that service of process upon me may be made by delivery of the process to the director of the  
Nebraska Real Property Appraiser Board if the plaintiff cannot, in the exercise of due diligence, effect personal  
service upon me in an action against me in a court arising out of my activities as a real property appraiser.

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

SIGN HERE \_\_\_\_\_  
Signature of Applicant

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_  
(Name of Applicant)

(NOTARY SEAL HERE)

by \_\_\_\_\_  
Notary Public



## **DIRECTIONS**

1. Complete entire application, which includes 5 sections. If application is incomplete, and required information is not provided, application will be considered invalid and may be returned to you. Please be advised that all processed applications will be referred for Board review in their current state.
2. Along with the application, the following documentation must also be included:
  - a. Check or money order for Non-refundable application fee of \$150.00 and \$38.00 criminal history record check fee. (Credentialing fee and Federal Registry fee are not required at this time. If provided along with the application, the fee amount will be deposited within three business days as required by Neb. Rev. Stat. § 84-710).
  - b. Official Transcripts for the required post-secondary education. Unofficial transcripts will not be accepted by the Board.
  - c. Completion certificates for each of the required Qualifying Education courses, and/or an official transcript from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as required core curriculum. If qualifying education courses were completed out of state, proof of approval from the jurisdiction where the course was taken must be included.
  - d. Experience logs on the Board approved format. Logs submitted on forms not approved by the Board will not be accepted.
  - e. Recent passport type photo (copy of driver's license photo will meet requirement).
  - f. Two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation.
3. Mail application and supporting documentation to: **NEBRASKA REAL PROPERTY APPRAISER BOARD**  
PO BOX 94963  
LINCOLN NE 68509-4963
4. Please be advised that this application is for those seeking an initial real property appraiser credential. If you currently hold an existing credential, and wish to apply by reciprocity, please complete the document titled "Application for Nebraska Real Property Appraiser Certified General/ Certified Residential/ Licensed by Reciprocity."
5. Documentation must be received at the Board's office two weeks prior to a Board meeting date in order to be reviewed at that meeting. (e.g. for the Thursday, January 15, 2015 meeting, please have documentation to the Board's office by 5 p.m. on Friday, January 2, 2015). Applications which are received after such deadline will be reviewed by the Board at the following month's regular meeting. The Board typically meets on the third Thursday of each month.

## **ADDITIONAL INFORMATION**

1. Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Rules and Regulations.
2. Applicant's status will be verified by use of the Federal Registry of the FFIEC Appraisal Subcommittee.
3. The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska, and has final authority regarding issuance of a credential.
4. Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2249, any person who engages in real property appraisal activity or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act shall be guilty of a Class III misdemeanor.

## **RENEWAL INFORMATION**

1. All issued credentials expire on December 31<sup>st</sup> of designated year. (Irrespective of when the credential was obtained).
2. Renewals are due by November 30<sup>th</sup>. Beginning December 1<sup>st</sup>, a late processing fee is assessed at \$25.00 per month or partial month that materials are not received until June 30<sup>th</sup> of the designated year.
3. In order to renew, credential holders must meet the current continuing education requirements in the State of Nebraska.